

Electrical Work Experience Verification Form

(DLI Office Use)
(Date Received ONLY)

PRINT IN INK or TYPE

Registration Number:

Registration Period: _____ to _____

Registration Type:

Registration Individual:

Phone: 651.284.5031

Fax: 651.284.5743

Email: dli.license@state.mn.us

Web site: www.dli.mn.gov/ccld.asp

Minnesota Rule 3800.3525, Subd. 5 requires registered unlicensed individuals, as part of renewing their registration, to provide verification of their employment by a licensed contractor or registered employer for the registration period. Verification information required includes: name, address, and phone number of the employer, registered individual's dates of employment with the employer, class of work performed; and hours worked. The information provided on this form is public data and shall be used to qualify the registered unlicensed individual for an applicable electrical license. **Individuals with multiple employers during the reporting period must make copies of this form and have each employer complete a separate verification form.**

EMPLOYER NAME	LICENSE / REGISTRATION NUMBER
EMPLOYER ADDRESS	PHONE NUMBER
CITY STATE ZIP CODE	EMAIL ADDRESS
RESPONSIBLE PERSON (Master Electrician, Master Elevator Constructor, Maintenance Electrician, Power Limited Technician)	RESPONSIBLE PERSON LICENSE #

Qualifying work experience is verified based on a 12-month registration period. Actual hours must be reported by Class of Work performed by the registered individual. Blanks will be recorded as 0 hours. No more than a total of 2,000 qualifying hours may be reported per 12-month registration period. Hours reported on this form must be supported by records maintained by the employer for demonstrating compliance with M.S. § 325B.33, Subd. 12. Knowingly providing inaccurate or fraudulent information may constitute a violation and subject the violator to a civil penalty of up to \$10,000.

Dates of Employment between _____ and _____ FROM: _____ TO: _____	Are the hours reported on this form taken from payroll records? <input type="checkbox"/> YES <input type="checkbox"/> OTHER (specify) _____
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Class of Work	Hours Worked
Installing electrical wiring, apparatus, or equipment for electrical light, heat, and power.	
Maintaining and repairing electrical wiring, apparatus, or equipment for electric light, heat, and power.	
Installing wiring, apparatus, or equipment for technology systems and circuits.	
Maintaining and repairing wiring, apparatus, or equipment for technology systems and circuits.	
Installing, maintaining and repairing elevators.	
Line work	
Installing wiring for and maintaining process control systems.	
TOTAL OF ALL QUALIFYING HOURS WORKED (Maximum of 2,000 hours)	

Form must be signed by the designated Responsible Person and Registered Unlicensed Individual.

I certify that I personally know or that the employer's employment records verify that this registered unlicensed individual, during the referenced registration period, engaged in the identified classes of work for the number of hours shown. The Registered Unlicensed Individual's signature acknowledges agreement with the information provided on this form.

RESPONSIBLE PERSON'S SIGNATURE	DATE SIGNED	REGISTERED UNLICENSED INDIVIDUAL'S SIGNATURE	DATE SIGNED

INSTRUCTIONS

READ CAREFULLY BEFORE COMPLETING THIS FORM

Employer must complete the Electrical Work Experience Verification Form.

QUALIFYING FOR AN ELECTRICAL LICENSE EXAMINATION

Minnesota Rule 3800.3520 details the requirements needed for an individual to qualify for an electrical license examination. Each license classification requires a minimum number of months work experience in one or more classes of electrical work to qualify. The annual submission of the Electrical Work Experience Verification Form, with the unlicensed individual's registration renewal, enables the unlicensed individual to proactively verify their qualifying work experience in advance, which has the effect of more quickly establishing eligibility to take an electrical examination.

ELECTRICAL WORK EXPERIENCE VERIFICATION FORM REQUIRED

Minnesota Rule 3800.3525, Subp. 4 requires registered unlicensed individuals, as part of renewing their registration, to provide verification of their employment by a licensed contractor or registered employer during the registration period. This form is used to capture and report these work hours.

Registered Unlicensed Individual

- Registration information is pre-printed on the form for the registered individual.
- The work period being verified is the 12-month registration period printed on the form.
- Address information printed on the form is the unlicensed individual's mailing address. Updates to the individual's personal or mailing address may be noted on the registration renewal form. Address changes may also be made using a form available online at www.dli.mn.gov/ccld.asp.

Employer Information (mandatory information)

- Enter the employer's business name and address, license or registration number, contact's phone number, and email address. (NOTE: License number is mandatory, if business holds contractor license number.)
- Enter the employer's designated responsible person's name and license number, if applicable (an electrical engineer designated by a registered employer as a responsible person will not have a license number). The individual and license number must match what the department has on record as the designated responsible person and license number.

Unlicensed Individual's Electrical Work Experience

- Provide exact dates of employment during the 12-month registration period (see dates printed on the verification form). Include the month, day, and year.
- Indicate whether the hours reported on the form are taken from payroll records; and if not, specify the other forms of documentation used to verify the individual's work experience.
- For each class of work identified, enter the actual hours the individual performed that class of work during the registration period. (Note: Blanks will be assigned 0 hours.)
- Enter the total number of electrical work hours verified, which may not exceed 2,000 hours.

Certification Signature and Date

- The employer's designated responsible person must certify, with a signature, that the registered unlicensed individual performed electrical work in the identified classes of work for the number of hours shown during the referenced 12-month registration period.
- The Registered Unlicensed Individual's signature on this form acknowledges agreement with the information provided by the employer.

ELECTRICAL LICENSE EXAMINATION WORK EXPERIENCE REQUIREMENTS

License exam applicant work experience requirements are identified in Minnesota Statute § 326B.33 and Minnesota Rule 3800.3520. Detailed information regarding the minimum work experience requirements to qualify for a specific license are available online at www.dli.mn.gov/ccld.asp.